



1. General Statement

It is our policy to ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment.

It also involves providing enough information to staff to enable first aid assistance to be sought during normal school hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

2. The Legal Position

Our duty to provide first aid at work is governed by the Health and Safety (First Aid) Regulations 1981. These require us to carry out a risk assessment in order to determine what first aid facilities and personnel are necessary to meet the needs of our school.

We are also required to review this assessment periodically to ensure that current provision is adequate. In order to comply with these Regulations, our assessment has considered a number of factors, including the following:

- Size of school
- Type of school
- Building layout
- Past history of accidents
- Needs of travelling and/or lone workers

3. Responsibilities of First Aid Personnel

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities. First-aiders are responsible for:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place or further medical assistance has arrived
- Reporting details of any treatment provided.

The Administrator is responsible for:

- In the absence of a first-aid, taking charge when a person has been injured or falls ill
- Calling an ambulance where necessary
- Looking after the first aid equipment and ensuring that containers are restocked when necessary.

4. Procedures

The following are general first-aid related procedures to be followed by all staff:

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents • If emergency services are called, the Headteacher or if not available the School Administrator team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

Assess the condition and then call 999 or 112 for advice. Where a child is involved contact the parents in the first instance. If the parents cannot be reached the school will make the decision.

- If you need to access a first aid kit for personal use, do not remove it from its designated place.
- Any loss or damage to first aid equipment must be reported to Thomi Doney
- If a first aid kit is poorly stocked, this should be reported to Thomi Doney
- All staff on visits out of school are expected to carry a first aid kit with them at all times. They are responsible for informing Thomi Doney when it is poorly stocked.

Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.

There will always be at least one first aider on school trips and visits in Key Stage 1 and 2

5. Dealing with Visitors

It is our policy to offer first aid assistance to visitors on our premises. Should a visitor feel unwell or have an accident, then the employee supervising their visit should call for a first aider/appointed person. If the visitor has had an accident, the employee supervising their visit is responsible for ensuring that an entry is made in the accident book/form.

6. Children with Medical Needs

A list of children who have epipens, inhalers or who have diabetes will be attached to the inside of each classroom stock room door, the office by the photocopier & the kitchen (for midday staff). The location of each child's epipen or inhaler will appear alongside the child's name.

7. Staff Training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. Any appointed persons will attend a basic four-hour course. At all times, at least 1 staff member will have a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8. Information for Employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on how to summon first aid is provided for all new staff.

Information on the current first-aider/appointed person will be provided on staff notice boards.

First Aid boxes can be found in the following areas: Staff Room, Kitchen, Medical Room, Classrooms.

9. First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice (*kept in medical room*)
- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses (*kept in freezer in staffroom*)
- Burns dressings (*kept in medical room*)

No medication is kept in first aid kits.

10. Record-keeping and reporting

First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid: a wipe, cold compress, plaster or ice pack for a short time.
- An EvoSuite accident form (Accident/Near Miss/Sustained injuries/Violence at Work Reporting Form (1.05)) will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident.

- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, an AIRS 1 form will be kept until the child is 21 years old.

Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report, HSE <http://www.hse.gov.uk/riddor/report.htm>

11. Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. This will be via accident report or first person (directly).

For head bumps, parents will be precautionarily notified directly as well as receive an accident report.

12. Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

13. Monitoring arrangements

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every 2 years. At every review, the policy will be approved by the full governing board.

14. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Head injury policy
- Pupil allergy policy 2026

This policy was reviewed & renewed at the FPP Committee: May 2025

This policy is due for renewal: May 2026